

Sweetwater County School District #1 Head Start Active Supervision Policy

Objective

To promote active supervision and ensure the safety of children at all times. This policy covers appropriate supervision of children while in the care of Sweetwater County School District #1 Head Start and applies to all staff and volunteers responsible for the supervision of children in our program.

Policy

Active Supervision requires focused attention and intentional observations at all times. Teaching staff will enforce a system of health and safety practices that ensure children are kept safe at all times. Staff will maintain safety practices to children in classrooms, outdoors, field trips, and buses.

Staff will communicate the children's count with each other throughout the day. Staff will communicate with each other when staff enter or exit a classroom for any reason including relieving for breaks, or when children are transitioning from one location to another. The staff member entering the classroom or outside area will recount. Transitions can be challenging. Staff will develop plans for regular routines, such as drop-off and pick-up times, including staff assignments (for example, who will monitor the door). Staff will physically walk around the classroom and communicate with each other the count before they are transitioning out of the classroom.

- a. Indoors – Teaching staff will engage in supervision practices by zoning the classroom. Zoning is a strategy used by teachers to organize teachers and the classroom environment. Staff will place themselves so that they can see and hear all of the children in their care.
- b. Zoning – Staff will carefully plan where they will position themselves in the environment. Staff will be able to account for the children in their care. Staff will frequently scan and count the children continuously to know where everyone is and what they are doing. Staff will show awareness of the whole group even when working one on one with a child or a small group.
- c. Transitions – Refer to Sweetwater County School District #1 Head Start Transition Procedure. Prepare children to move from one activity to another by providing verbal (ex. 5 minutes until snack) and non-verbal cues (ex. showing pictures of next activity) before transitions. Plan for what each adult will be responsible for during the transition.
- d. Rest Time-Napping – Children should be directly supervised by sight and sound at all times. This includes when children are going to sleep, sleeping, or in the process of waking up. One adult must be present in the room actively observing/supervising

the children. There must be at least one qualified teaching staff in the classroom at all times and be ready to return to the classroom if needed.

- e. Toileting – Children will be supervised during toileting/bathroom needs. Staff should be able to hear and see all children. Staff will be present to supervise hand washing and make sure other sanitation procedures are followed.
- f. Outdoors – Teaching teams must work together to identify areas where children usually need assistance. Staff will be spread out watching, listening, and interacting positively with children. Staff should be careful of having long discussions with colleagues or intense play with a child or small group of children while supervising a zone. Staff will be positioned by high-risk areas.
- g. Transportation – Always make a visible check of the entire vehicle/bus (front and back) before exiting the bus and walking away. Staff will scan the bus to ensure that children are not left behind.

Prior to the first day of school, classroom staff will complete and submit for approval, the **Classroom Active Supervision Plan**. The **Classroom Active Supervision Plan** will be visibly posted in each classroom.

Volunteers are not to be left alone with children. Parents are never to be left alone with children other than their own.